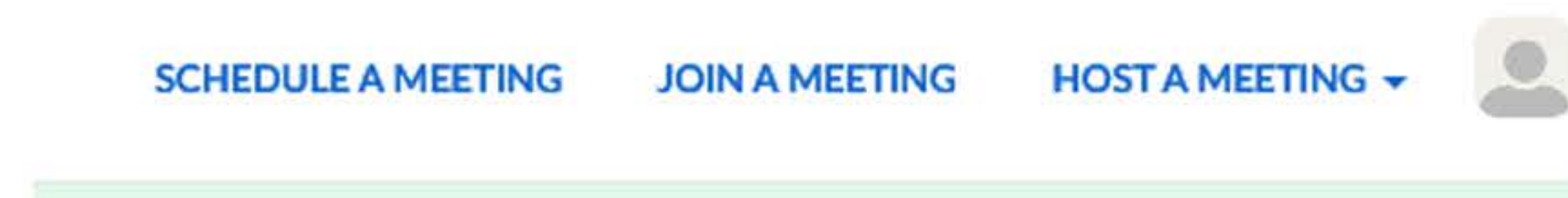


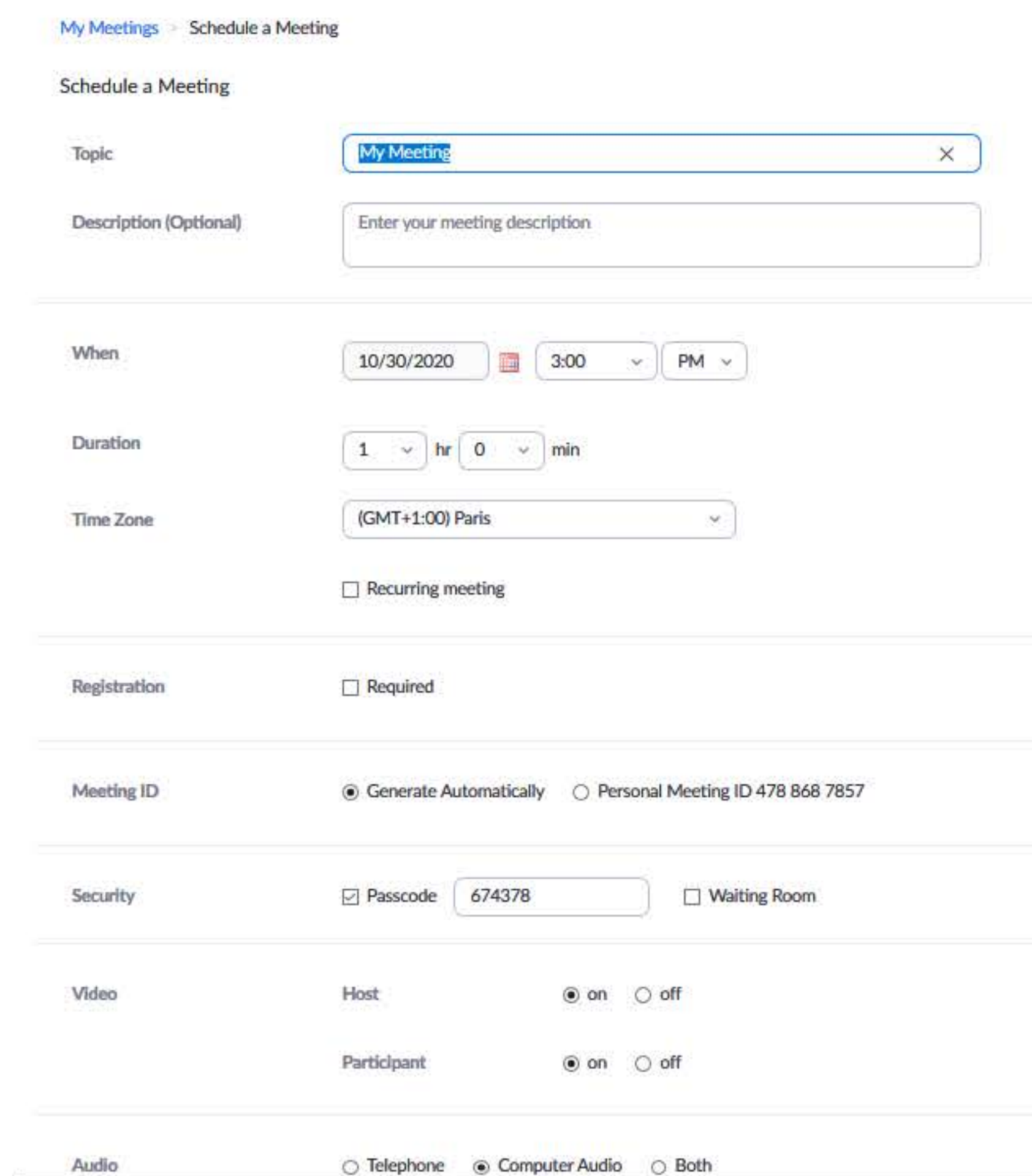
Zoom - How to schedule a meeting with students - quick start guide

1. Create the zoom meeting

Sign in to your ICN zoom account : <https://icn-artem.zoom.us/meeting>



Click on 'Schedule meeting' and fill the form

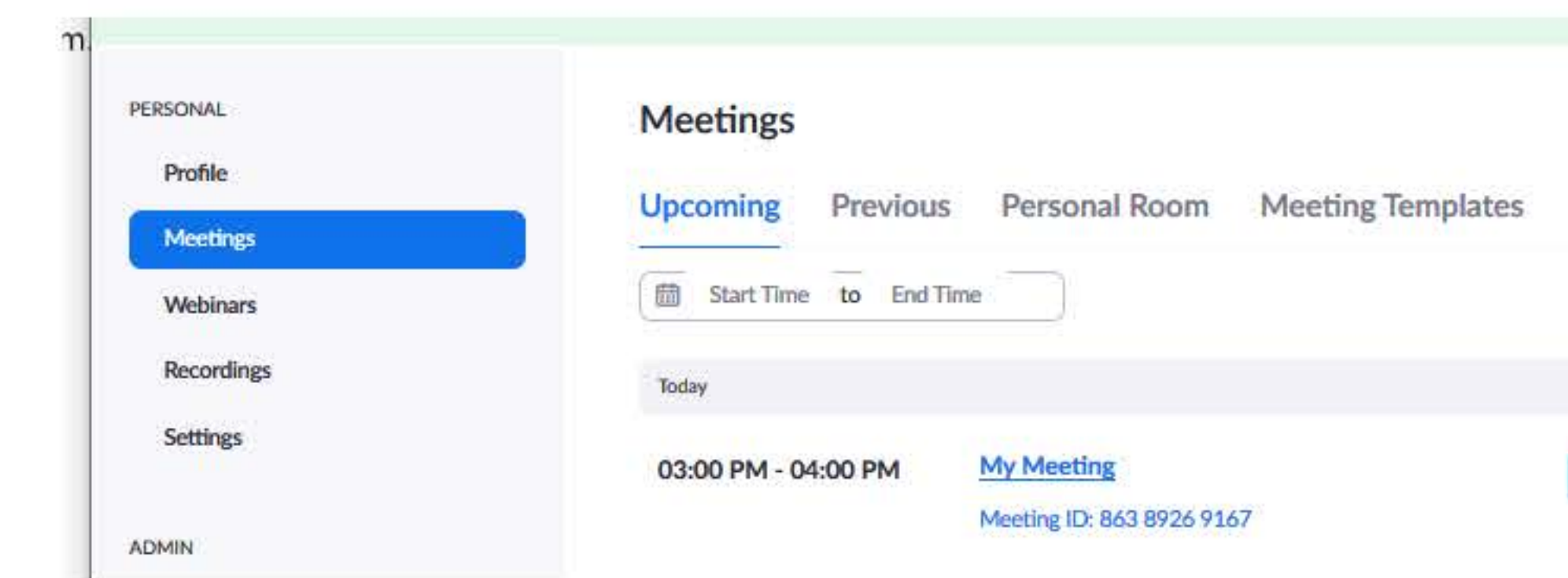


The form includes fields for Topic (pre-filled with 'My Meeting'), Description (Optional), When (Date: 10/30/2020, Time: 3:00 PM), Duration (1 hr, 0 min), Time Zone ((GMT+1:00) Paris), and options for Recurring meeting, Registration (Required), Meeting ID (Generate Automatically or Personal Meeting ID 478 868 7857), Security (Passcode 674378 or Waiting Room), Video (Host and Participant on/off), and Audio (Telephone, Computer Audio, or Both).

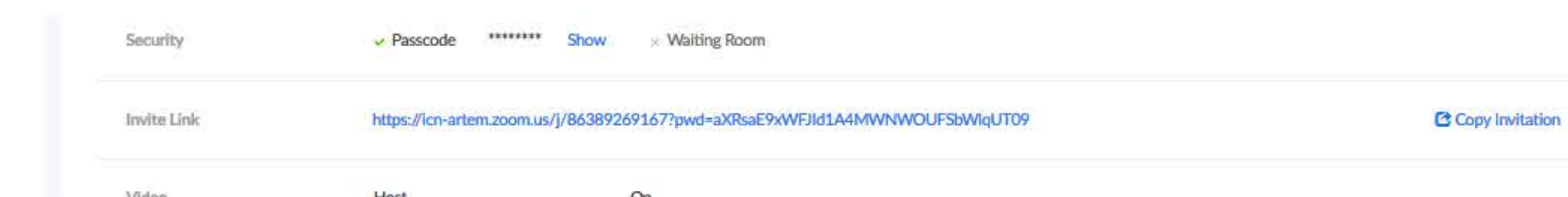
Click on Save

2. Get the invitation link

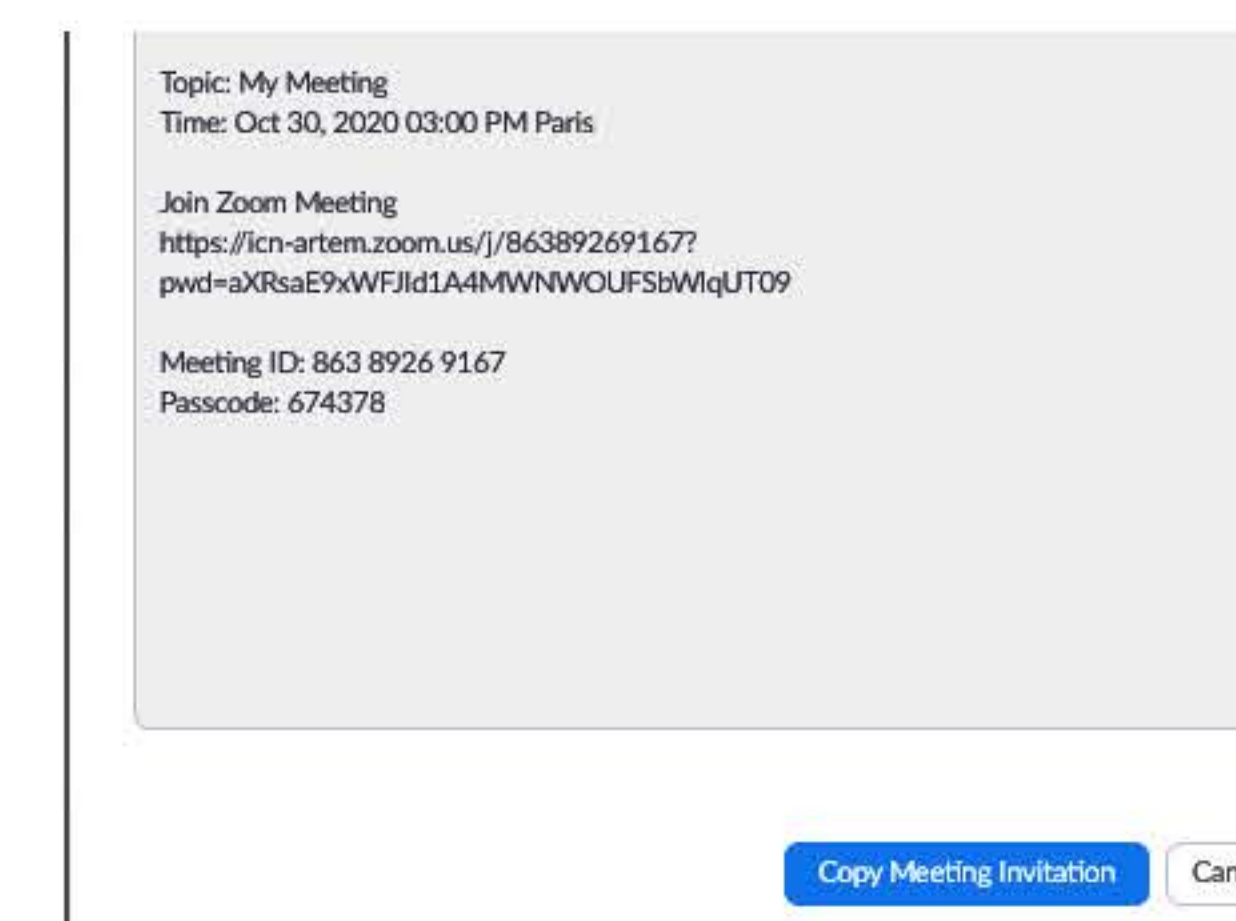
In the meeting submenu, click on the meeting name



In the settings, find the 'invite link' and click on 'Copy invitation'

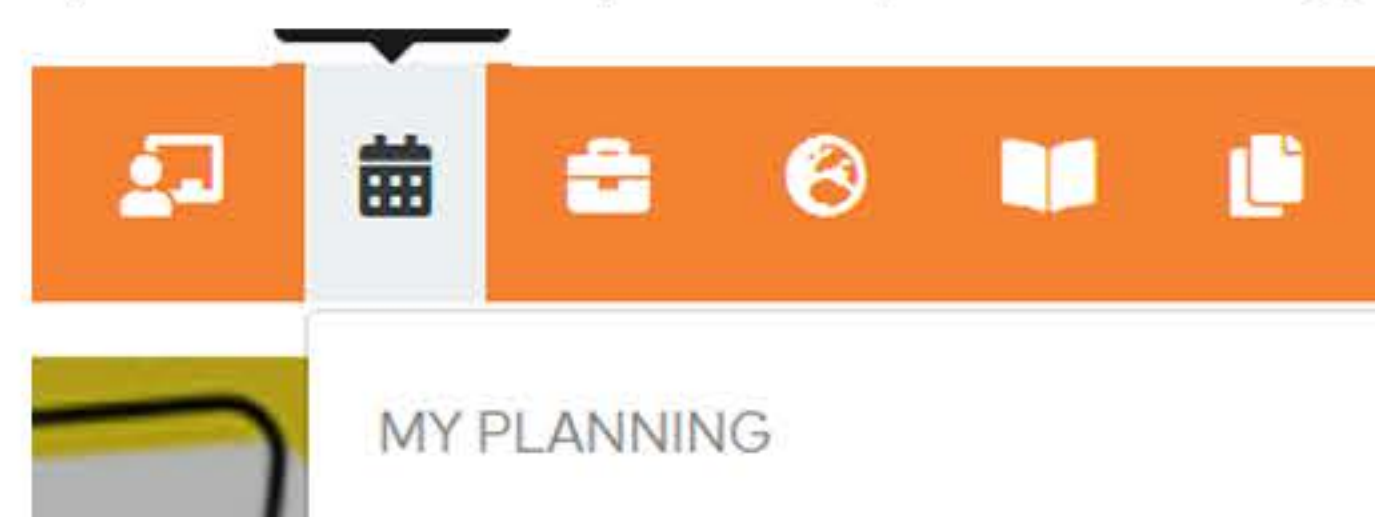


Click on 'Copy meeting invitation'



3. Send the link to students

Open myicn and your planning



Look for the course

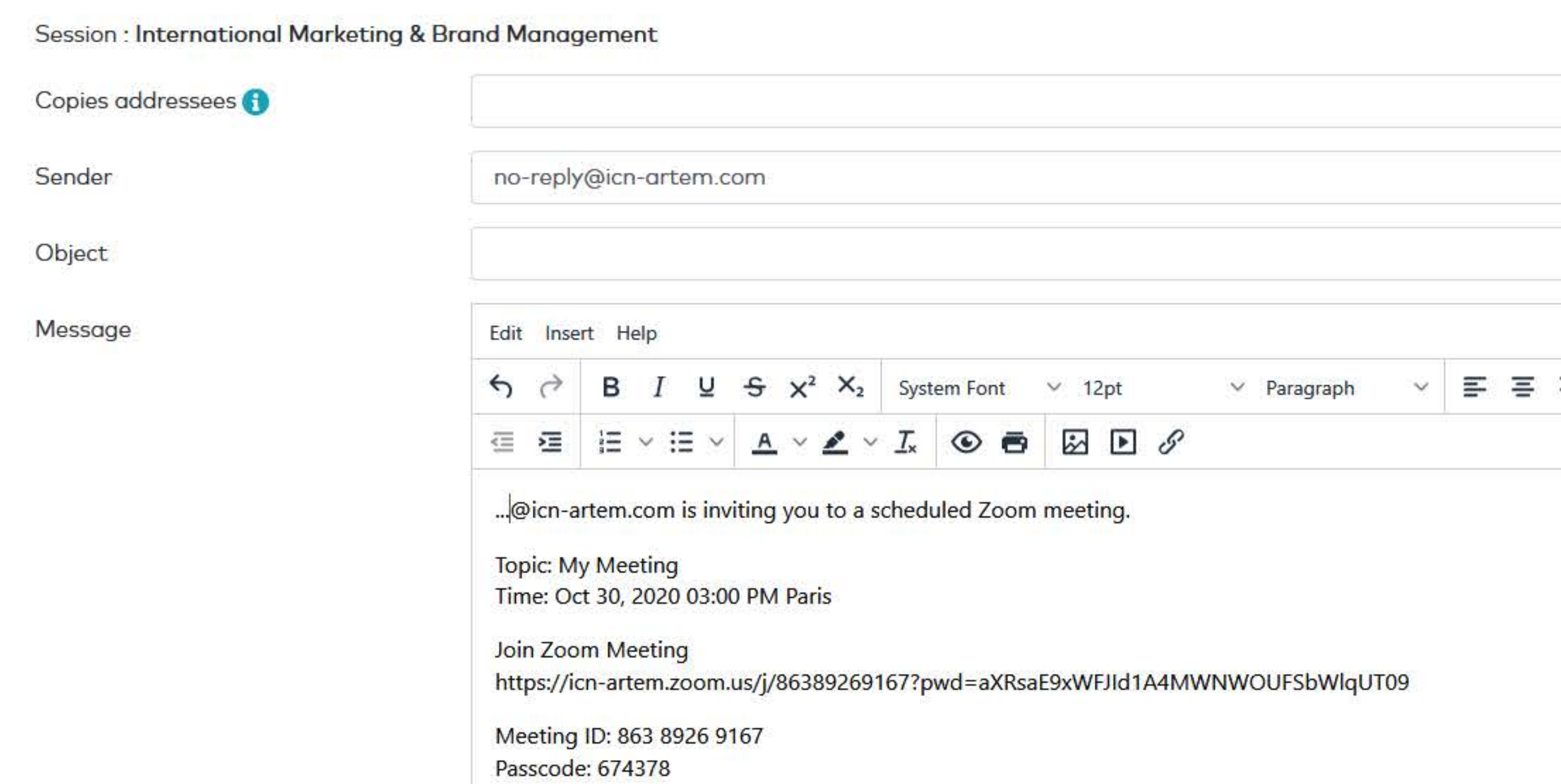


Click on the mail icon on the right



Specify an object and paste the invitation in the message form

The students registered to this course are automatically added as recipients.



The form includes fields for Session (International Marketing & Brand Management), Copies addressees, Sender (no-reply@icn-artem.com), Object, and Message. The message body contains the Zoom invitation details.

Click on 'Save and Send' to send the mail.



This icon will allow you to see the list of students registered in the course.